

UEC @ CSUSB Non-Benefited/Student Timesheet Tutorial

Step-by-step guide for Non-Benefited &
Student Employees

1 Open the Timesheet

- Download the latest 'UEC Non-Benefited/ Student Timesheet' from the [UEC Payroll webpage](#).
- Save the file to your computer before entering any information.

CAL STATE SAN BERNARDINO University Enterprises Corporation											NON-BENEFITED/ STUDENT TIME SHEET				
Legal Last Name			Legal First Name			Student	%	Account	Fund	Dept	Project				
Last 4 digits of SSN:			Pay Period:												
SN = Sick Leave codes. Relationship codes: EE - Employee; SP - Spouse; DP - Domestic partner; P - Parent; SB - Sibling; C - Children; GC - Grandchild; GP - Grandparent.															
Period Ending 15th of month	Period Ending last day of month	Days Mon to Sun	Time Before Meal Period		Sub Total Hours	MB 1	Time After Meal Period		Sub Total Hours	MB 2	SS	Total Regular hours	Overtime hours	SN Sick Leave Hours	Relationship to employee
The time is shown as a 24-hour clock, starting 1:00 pm, add 12 hours to the hour, e.g. 1:00 pm = 13:00; 5:00 pm = 17:00.															
1	16				-				-			-	-		
2	17				-				-			-	-		
3	18				-				-			-	-		
4	19				-				-			-	-		
5	20				-				-			-	-		
6	21				-				-			-	-		
7	22				-				-			-	-		
8	23				-				-			-	-		
9	24				-				-			-	-		
10	25				-				-			-	-		
11	26				-				-			-	-		
12	27				-				-			-	-		
13	28				-				-			-	-		
14	29				-				-			-	-		
15	30				-				-			-	-		
	31				-				-			-	-		

2 Complete Employee Information

- Fill in your Name, Last 4 of SSN, Labor Allocation, and Pay Period Dates.
- If unsure of your Account #, Project #, Fund #, or Dept #, ask your Supervisor.

Legal Last Name	Legal First Name	Student	%	Account	Fund	Dept	Project
Smith	Mary			601303	S1231	C1040	LL21321
Last 4 digits of SSN:	Pay Period:	July 1-15, 2025					

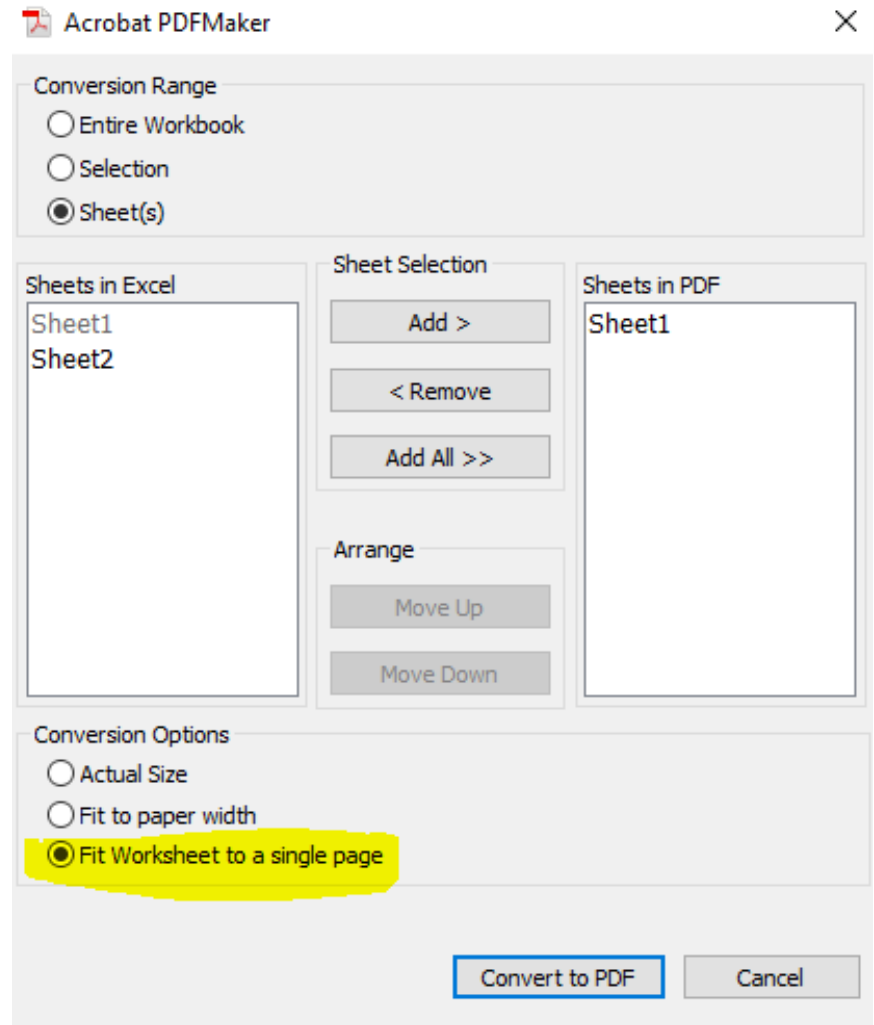
3 Enter Hours Worked

- Enter your daily Start Time, End Time, and Lunch Breaks (if applicable). **Use military time.**
- Double-check that Total Daily Hours calculate correctly.
- Ensure Total Pay Period Hours add up accurately at the bottom of the form.

Legal Last Name		Legal First Name		Student	%	Account	Fund	Dept	Project						
Smith		Mary				601303	S1231	C1040	LL21321						
Last 4 digits of SSN:		Pay Period:		July 1-15, 2025											
SN = Sick Leave codes. Relationship codes: EE - Employee; SP - Spouse; DP - Domestic partner; P - Parent; SB - Sibling; C - Children; GC - Grandchild; GP - Grandparent.															
Period	Period	Days	Time		Sub	MB	Time		Sub	MB	SS	Total	Overtime	SN	Relationship
Ending	Ending	Mon	Before Meal Period	Sub	1	After Meal Period	Sub	2	SS	Regular	hours	hours	Sick	to	
15th	last day	to	IN	Total		IN	Total						Leave	employee	
of month	of month	Sun	OUT	Hours		OUT	Hours						Hours		
The time is shown as a 24-hour clock, starting 1:00 pm, add 12 hours to the hour, e.g. 1:00 pm = 13:00; 5:00 pm = 17:00.															
1	16	Tues	8:00	10:00	2.00				-			2.00	-		
2	17	Wed	14:00	16:00	2.00				-			2.00	-		
3	18	Thur	8:00	10:00	2.00				-			2.00	-		
4	19	Fri			-				-			-	-		
5	20	Sat			-				-			-	-		
6	21	Sun			-				-			-	-		
7	22	Mon	14:00	16:00	2.00				-			2.00	-		
8	23	Tues	8:00	10:00	2.00				-			2.00	-		
9	24	Wed	14:00	16:00	2.00				-			2.00	-		
10	25	Thur	8:00	10:00	2.00				-			2.00	-		
11	26	Fri			-				-			-	-		
12	27	Sat			-				-			-	-		
13	28	Sun			-				-			-	-		
14	29	Mon	14:00	16:00	2.00				-			2.00	-		
15	30	Tues	8:00	10:00	2.00				-			2.00	-		
	31	Wed	14:00	16:00	2.00				-			2.00	-		
Total Hours			20.00								20.00	-	-		

4 Save as PDF

- Go to File → Save As → PDF.
- Use a clear file name format:
UEC TS_Last Name, First Name
Project# Pay Period.
 - Ex: UEC TS_Smith, Mary
LL21321 July 1–15, 2025



Example: UEC TS_Smith, Mary LL21321 July 1–15, 2025



NON-BENEFITED/ STUDENT TIME SHEET

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Smith	Mary			601303	S1231	C1040	LL21321
Last 4 digits of SSN:	Pay Period:	July 1-15, 2025					

SN = Sick Leave codes. Relationship codes: EE - Employee; SP - Spouse; DP - Domestic partner; P - Parent; SB - Sibling; C - Children;
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IN	OUT	IN	OUT			IN	OUT								
The time is shown as a 24-hour clock, starting 1:00 pm, add 12 hours to the hour, e.g. 1:00 pm = 13:00; 5:00 pm = 17:00.															
1	16	Tue	8:00	10:00	2.00							2.00			
2	17	Wed	14:00	16:00	2.00							2.00			
3	18	Thur	8:00	10:00	2.00							2.00			
4	19	Fri			-							-			
5	20	Sat			-							-			
6	21	Sun			-							-			
7	22	Mon	14:00	16:00	2.00							2.00			
8	23	Tue	8:00	10:00	2.00							2.00			
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12	27	Sat			-							-			
13	28	Sun			-							-			
14	29	Mon	14:00	16:00	2.00							2.00			
15	30	Tue	8:00	10:00	2.00							2.00			
31	Wed		14:00	16:00	2.00							2.00			
Total Hours			20.00									20.00			

- 1 Time sheet correction requires the initial of the employee and supervisor. Signature must be signed in black/blue ink only.
- 2 Rest Period: A paid rest period of 10 minutes is authorized and shall be provided for every 4 hours worked or major fraction thereof.
- 3 Meal Period: An employee is entitled to an unpaid, off duty meal period of not less than 30 minutes when working more than 5 hours per day and shall be provided to the employee no later than the end of the employee's fifth hour of work. The unpaid meal period must be reflected on the time sheet. The employee may waive their meal period if the day's work will be completed in no more than six hours, provided the supervisor and the employee mutually consent to the waiver prior to the meal period being waived by completing a meal waiver form. For hours worked more than 10 hours per day, the employee is entitled to a second meal break which must be provided no later than the end of an employee's 10th hour of work.

Employee Certification:

By signing this time sheet, I certify under penalty of perjury that the above time accurately and fully reflects the time that I worked. I have the right to dispute my time record by submitting a written dispute to the HR or Payroll Department if I disagree with my time record. I was properly provided all of the rest periods and meal periods that I was legally entitled to on each workday within the pay period unless I have expressly stated (and initialed) on this time sheet that I was not provided either a meal or rest period. I understand that I am not authorized compensatory time off in lieu of being paid overtime under any circumstances.

Signature of Employee _____

Date: _____

Supervisor Certification:

I certify that I have personal knowledge of the correctness of the hours reported herein, any overtime reported was approved by me prior to being worked and all meal and rest periods were properly provided. I certify the employee's hours worked and/or effort performed are in accordance with the most current employment authorization form on file in Human Resources.

Signature of Supervisor _____

Print Name: _____


Date: _____

Aux Payroll use only:

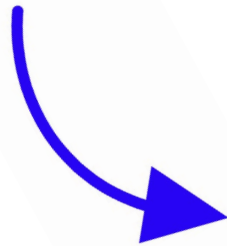
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5 Upload to Adobe Sign

- Log into Adobe Sign using your CSUSB email.
 - Can be found by also logging onto your MyCoyote.



Tech Tools (formerly Collaborate)
ChatGPT, Zoom, Teams, OneDrive, Google Drive, Qualtrics Surveys, Campus Labs, E-signature and more.

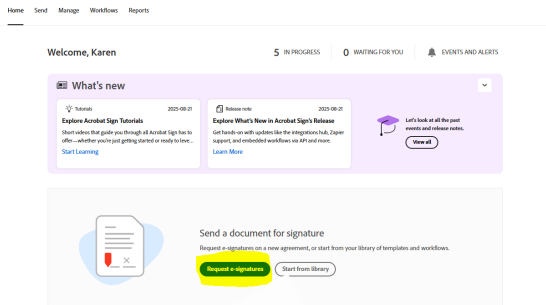


E-Signature
E-Signature solution powered by Adobe Sign for sending and signing digital forms

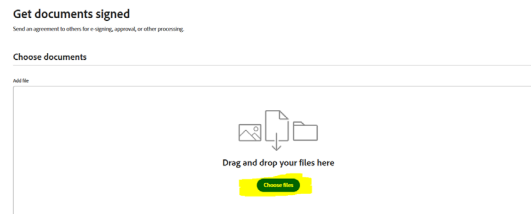
5 Upload to Adobe Sign Cont.

1. Select 'Request e-signature'
2. Select 'Choose files'
3. 'Add a file from your device'

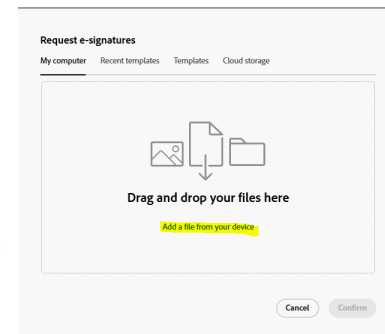
1.



2.



3.



6 Add Emails

1. Enter your email address as the first signer.
2. Click on the “+ Individual” to add your supervisor's email.
3. Add a CC field, enter: uec-payroll@csusb.edu.
 - This ensures Payroll receives a copy automatically.

Add recipients ⓘ

Recipients must sign in order

1

✎ Signer

Email * karen.solroio@csusb.edu **Your email**

Recipient settings ✎

Multi-factor authentication None Private message None

2

✎ Signer

Email * jessica.knotts@csusb.edu **Supervisor's email**

Recipient settings ✎

Multi-factor authentication None Private message None

+ Individual + Myself + Group + **CC**

CC

These recipients will receive a copy of the completed agreement.

CC Payroll

Separate email addresses with a comma, semicolon or space

uec-payroll@csusb.edu ✕

7 Finalize and Send Cont.

- You will be prompted to sign your timesheet.
 - ‘Click to Sign’
- After you sign, click ‘Submit’ and it will be routed to your supervisor for review and signature.
- Since, UEC Payroll is CC on the workflow, Payroll will automatically receive your completed timesheet.

UEC TS_Smith, Mary LL21321 Ju...

UEC TS_Smith, Mary LL21321 Ju...

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Signature of Employee *[Signature]* * Click to Sign 10/27/2025

Signature of Employee *[Signature]* * Click to Sign 10/27/2025

Supervisor Certification:

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Signature of Supervisor Date:
 Print Name: Date:
 Aux Payroll use only:

Signature of Supervisor Date:
 Print Name: Date:
 Aux Payroll use only:

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Gross Wage\$

1 required field remaining >

Click submit to sign. By submitting, I agree to the Consumer Disclosure, and to use e-signatures.



8 Tracking and Completion

- If you forgot to CC UEC Payroll on Adobe when you sent your timesheet for signature, you will need to do the following:
 1. Download the signed PDF after your and your supervisor sign.
 2. Email it to uec-payroll@csusb.edu before the 5:00 p.m. due date.
 3. Include a clear subject line: Completed Timesheet – Your Name – Pay Period.

9 Reminders



✓ Verify all hours and totals before submitting.



✓ Submit before 5 p.m. on the payroll due date.



✓ Retain a copy for your records.



Need help?

Call 909-537-7225 or email:
uec-payroll@csusb.edu